Secn. II-97—100,000—28-8

Public (General C) (1948) Department

MS SERIES.

G.O. No. 223

Dated 7 [illegible] 1948

[Despatch Abstract.]

PUBLIC SERVICES- Subordinate Services_ Training of clerks Syllabus and Examinations- Orders passed.

CONFIDENTIAL.

GOVERNMENT OF MADRAS.
Abstract.

PUBLIC SERVICES- Subordinate Services- Training of clerks- Syllabus and Examinations- Orders passed.

Public (General C) Department.

G.O. Ms. No. 293. Dated 7th Feb., 1948.

Read:

G.O. No. 2947, Public (Genl C) dated 24-9-47
From the Special Officer for Training Clerks,
Roc No. 426 A. 1/46 dated 4-11-47.

O R D ER:

The Government after examining the proposals made by the Special Officer in accordance with the instructions in the G.O. cited pass the following orders as regards the syllabus and examinations for candidates who undergo training in a clerks Training School:---

The syllabus as shown in the Annexure to these Proceedings is prescribed for the clerks undergoing training in a clerks Training School.

2. An examination should be held in the last week of each session. It should consist of one paper in office procedure, one in accounts and one in Precis writing. The question papers may be set either by the Special Officer or by Officers who are not connected with the School, e.g. Deputy Collectors in the Revenue Department may set the papers in 'Office procedure' and 'precis writing' and Treasury Deputy Collectors may set the paper in 'Accounts'. The examiners may be paid a special remuneration of Rs. 25/- for setting a question paper and 4 annas for valuing each answer paper. No assistant examiners are necessary, as the number of candidates that willbe examined at a time will not exceed 450. The candidates may be required to get 40% of the total marks in each paper for a pass. The results of the examination will be tabulated by the Special Officer for Training Clerks and communicated to the appointing authorities. As it will take some time for the results to be announced, such of the candidates as fail and are permitted to undergo a fresh course at their own cost will have to wait for training till the conclusion of the session immediately following the session during which they were examined. If candidates fail to pass the examination even at the second chance, their names may be removed from the list of approved candidates.

3. No fee should be collected from the Trainees for the examination.

4. Consequent on the reduction in the syllabus one of the posts of Accounts Instructors should be abolished.

An examination may be held for the trainees who are undergoing training in the current session of the school at Cuddalore.

The expenditure incurred in connection with the examination should be debited to "25. j. General Administration- Secretariats Establishments- Special Officer for Training Clerks".

(By Order of His Excellency the Governor)

for Chief Secretary to
Government.

To the Special Officer for Training Clerks, Madras.
To the Departments of the Secretariat.
To All Heads of Departments.
To the Accountant-General, Madras, thro' Fin.

ANNEXURE.

Scheme for Training clerks- Syllabus.

1. Organisation of the Office in different sections- Relationship between the section heads and between the section heads and Superintendents and clerks- Discipline of the office attendance and cleanliness.

2. Tappals and registration of currents- Duties of Tappal clerk - What papers are to be registered,- How are papers not registered to be treated and disposed of- Course of a paper from receipt to disposal.

3. Maintenance of personal Registers and their periodical check.

4. Referencing- Arragement of files- Noting and drafting- Points to be observed regarding the style in notes and drafts- Praftical exercises.

5. When should a paper be referred for further information Avoidance of unnecessary references to subordinates.

6. Various kinds of disposals- L.Dis., D.Dis., R.Dis., N.Dis., X.N. Dis., X.L.Dis.' Various kinds of drafts Memo- randa, proceedings, letter etc.

7. Confidential papers- How to register and deal with them.

8. Indexing and writing of title-heads.

9. Checks on delays and arrears- Importance of issue of periodical reminders- Different kinds of reminders- Ordinary reminder Exchange reminder- Special reminder- D.O. Reminer.

10. Forms and Stationery- How to make indents for them and what registers are to be maintained for accounting for the forms and stationery properly.

11. Records- When is a paper to be sent to the record- How to get papers from the records- How long can a paper taken from the record be retained by the clerk- What steps are necessary to see that records taken over three months baack are accounted for- Destruction of records- When are papers to be destroyed- Method of destruction- Precautions to be taken for the preservation of records against fire and insects (white ants) - Fire extinguishers and how to use them- Fire drill.

12. Permanent advance and Contingent Registers- Their maintenance and check- How to recoup the expenditure incurred.

13. How and when to use the telephone in the Office.

14. Fair-copying and despatch- Maintenance of fiar-copy registers despatch register, local tappal delivery book and call-book- Maintenance of Stamp Account Register When are enclosures to be sent by registered post and parcel post- Postal tariff rates.

15. Office buildings and their conservancy- Watchings of bulbs, fans and other fittings and furniture- Maintenance of furniture registers and their periodical check- When must furniture be condemned- Officers authorised to write off losses.

16. Casual leave account- Maintenance of a register and its periodicals chekck- When is casual leave to be granted what arrangements to be made for the work of the clerks who are on casual leave.

17. Periodicals Maintenance of periodical registers and their check- Incoming and outgoing periodicals.

18. Camp clerks and their duties.

19. Office management- How to disburse pay- What to do with undisbursed pay and Travelling Allowance.

20. Library.

21. Miscellaneous- Government Servants' Conduct Rules- Economy in stationery- Copy applications and their grant- Register of valuables and securities- Its maintenance and check- Stamps on petitions- Different rates of stamp duty levied on petitions- How to punch the stamps on receipt and on sending them to the record- what to do with insufficiently stamped papers.

Accounts.

Fundamental Rules:- Parts I, II and III (Chapers IV & V only in Part III)
Annexure II to part III, Annexure III to Part IV (Madras Leave Rules)

Madras Financial Code, Volume I — Whole omitting chapters VII, VIII, XI and XIII.
Volume II — Appendices 7 and 15.

Madras Account Code- Volume I: Whole.

Madras Budget Manual:- General Principles governing preparations of Budget and Revised Estimates.

Manual of Special Pay and Allowances Volume I:- T.A. Rules.

Practical lessons on:---

1. Pay Bills of Gazetted Officers and Non-Gazetted Officers.
2. T.A. Bills. Do
3. Contingent Bills.
4. Leave accounts under Fundamental Rules and Madras Leave Rules.
5. Joining time calculations.

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True Copy

Office Assistant,
Madras Record Office.

MG.

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